

# UMC Employee Death/Catastrophic Incident Action Checklist

**Notice of Employee Death** - Family members having CONFIRMED information regarding the death/catastrophic incident of a current employee should notify the Office of the Chancellor as soon as possible.

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELLPHONE \_\_\_\_\_

## Office of the Chancellor

- Chancellor may choose to call the family.
- Send flowers to the family.
- Send letter of condolence.
- Work with senior administrators to determine who will represent UMC at the services.
- Notify the areas listed below and provide them with appropriate information to conduct next steps:
  - o Chancellor's Cabinet
  - o Supervisor or employee
  - o UMC Office of Human Resources
- Communicate with the family and inform them of University services that may be available to them.
- Determine if a campus service is appropriate.
- Follow up with the areas listed above to ensure that appropriate actions have been taken.

## Human Resources

- If Human Resources is notified first, notify Office of the Chancellor, Director of Communications, and employee's supervisor.
- Enter PeopleSoft and changes the record to indicate the employee has deceased.
- Notify Employee Benefits of death of an employee.
  - o Employee Benefits will make contact with family regarding retirement plan(s), life insurance benefits, COBRA continuation of benefits, etc.
- Notify Employee Assistance Program and coordinate support, as needed.
- Work with the employee's unit to process a payroll check for hours worked and payout of unused vacation leave.

## University Communications

- If requested by the family, a news release could be issued to the media by the Director of Communication.
- Send all-University email message through the Director of Communications. Attach copy of email to this document.
- FERPA protection ceases after official notification of death by an obituary or death certificate.
- Minnesota Government Data Practices Act does apply regarding information other than directory information. A release for non-directory information would have to be signed by parent, spouse, or legal representative.

## Academic Affairs

- If the employee is a faculty member:
  - o Ensure students are informed and aware of services available to cope with grief.
  - o Ensure classes are re-assigned.

- Re-assign student advisees.
- Notify appropriate grant/funding agencies.

**Health Services & Counseling Center**

- Address personal grief needs of employees who are in crisis (as a result of the death) through the Counseling Center.
- Connect family of employee with Employee Assistance Program.
- If necessary, create a grief support group for the deceased employee's friends and classmates.
- Upon request, the Chancellor or the Director of Communications will meet with media regarding the grieving and how UMC is responding.

**Library**

- Check for resources checked out and cancel outstanding fines (Circulation & Info. Desk).
- Check for items checked out from Interlibrary Loan.
- Determine if return of resources should be requested.
- Cancel fines so no future notices are generated or sent.

**Parking**

- Check for holds for outstanding parking citations. Void citations and cancel to ensure future notices are not sent.

**Food Service**

- Refund balance of pre-paid meals.

**IT & Help Desk**

- Request laptop to be returned.
- Suspend email and remove name from electronic list of employees on UMC webpage.
- Contact OGC if there is a request for employee's emails or electronic files.

**Wellness Center**

- Refund unused membership fees.

If the employee was enrolled in courses (Regents Scholarship, Tuition Benefit, etc.)

**A. Office of the Registrar**

- Processes all touch points and required updates in the student information system (enrollment and financial aid) as defined in *Maintaining Student Records for Deceased Students*, a Registrar's documented process that includes withdrawal from classes with full refund.
  - Go into system and changes student record to indicate the student employee as deceased.
  - Cancel courses and work with the business office to process for refund.
  - If a student employee is currently not registered for classes or a graduate, update records and mark as deceased.
  - In all cases the address is updated to show as the registrar's office. This way if mail is sent by some office of the University it will come directly to the Office of the Registrar and not the family.
  - UMTC's Office of the Registrar (Becky) is notified that a student employee has passed away. The student's name is added to a list or some type of publication within University of all individuals that have passed away during that particular period of time.
- Communicate results of the above processes to family of the deceased, indicating that any resulting refund will be processed and mailed.

**B. Office of Financial Aid & Scholarships**

- If the employee had federal loans, send the family a list of outstanding federal loans and notice that they may be forgiven, instructions for that process, and contact information for the lender(s).